

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION Maintenance Support	
WORKING TITLE Assistant Maintenance Storm Water Coordinator	POSITION NUMBER 910-610-6301-008	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Maintenance Manager I and the Maintenance Storm Water Coordinator - Superintendent, the Assistant Maintenance Storm Water Coordinator works with storm water issues and assists the District in developing new policies and to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) Permit issued to Caltrans by the California State Water Resources Control Board (SWRCB). The NPDES permit includes a Storm Water Management Plan (SWMP) provides the framework for managing storm water and non-storm water discharges from Caltrans owned right-of-way and facilities. Specific job assignments of the Maintenance Storm Water Coordinator are identified in sections from the SWMP which are identified in each assignment listed below. The incumbent shall also serve as the Hazmat Specialist and shall be available to promptly respond to Hazmat events throughout the district on a 24 hour / 7 days a week availability. These duties include but are not limited to the following:

SPECIAL REQUIREMENTS

Incumbent must possess a valid California Driver's License – Class C. The incumbent shall possess a valid Hazardous Materials Specialist Certificate, as specified by the California Code of Regulation Title 19, Section 2510-2560, issued by the Governor's Office of Emergency Services. The incumbent shall possess a Hazardous Materials Instructor Certification at the First Responders Operational and Awareness Levels as specified by Chapter 7 of Division 1, Title 2; California Government Code 8574.19-23, issued by the Governor's Office of Emergency Services. The incumbent may obtain these Hazmat certifications after appointment to the position.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	The incumbent manages and analyzes the Storm Water Budget allocated annually by Headquarters Storm Water to the District to determine the most appropriate options for distributing funds. The Coordinator will oversee the receiving, analyze for appropriate content and prepare requests for storm water related items from Field Maintenance and will submit them for purchasing. This will include research and investigation for the need of storm water purchases, obtaining necessary bids on items, preparation of Purchase Request documents and Receiving Records and tracking to ensure receipt of purchases. The Coordinator will work to obtain Allocation Change Requests (ACRs) and Budget Change Proposals (BCPs) for additional storm water related purchases whenever possible.
20% E	<p>The incumbent will facilitate and participate in various meetings related to storm water issues. These meetings include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintenance Storm Water Advisory Team (MSWAT), a state-wide team to evaluate new and improved Best Management Practices (BMPs) and to develop and implement procedures and guidance for implementing the statewide SWMP. (Section 2.2.6) • Maintenance Inspection Slope Stabilization Team (MISST). (Section 5.3.4) • Statewide Forms Committee • District wide Storm Water Management Team • District wide Multidisciplinary Roadside Review Team • Interagency General Coordination Meetings with various cities and counties. (Section 2.3.1.1) <p>The incumbent will be responsible to analyze the results of these meetings and distribute resultant information to appropriate personnel to ensure continued compliance with the SWMP.</p>

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15%	E	The incumbent will ensure Facility Pollution Prevention Plans (FPPP) are developed and maintained at each state facility. The Coordinator will review at least 25% of the District's facilities on an annual basis. These facilities include maintenance stations, safety roadside rest areas, CHP weigh stations and Equipment Shop facilities. The incumbent will review for storm water compliance issues and to ensure that BMPs are implemented. The Coordinator is responsible for analyzing Storm Water Data Reports from Project Development and Design to input related Storm Water requirements, make any corrections or changes as necessary to these reports and must sign off for approval. Receives and analyzes monthly storm water inspection forms from district maintenance facilities to ensure compliance with SWMP. The Coordinator will ensure that the storm drain-stenciling program is implemented and track the number and location of drains stenciled for reporting purposes. Assist HQ Management on functional reviews of District activities and conduct related storm water meetings and required on site SWMP compliance inspections. The Coordinator will conduct periodic storm water related training which includes annual training, tailgate BMP meetings, supervisor's meetings and public education programs. (Sections ES.6, ES.8, 5.6, 6.2, 6.4 and 6.4.6)
15%	E	The incumbent acts as a liaison by coordination and communication of storm water issues with HQ personnel, local District management and other functional units, Central Region NPDES Unit, other district's Storm Water Management Units and other state and local agencies, such as SWRCB.
10%	E	The incumbent will investigate and review sources of illicit connections and illegal discharges (IC/ID's) from Hazmat spills and non-storm water activities generated from other agencies or the public. The Coordinator will investigate Caltrans facilities and work activities for non-storm water discharges from state personnel activities. All investigations are summarized into an annual report with mitigation measures identified. The Coordinator will annually summarize all investigations and issue completed reports to the Central Region NPDES Storm Water Coordinator. The incumbent will follow up on a scheduled basis on the status of IC/ID's to ensure a timely resolution. (Sections 5.3.2.3, 5.4.1 and 5.4.4)
10%	M	The incumbent shall act as a backup to the Hazmat Specialist response team. This will include responding to Hazmat spill incidents and act in the Hazmat Specialist capacity. The incumbent will work with the District Hazmat Manager in such incidents. The incumbent will participate in the annual Hazmat training provided to Field Maintenance employees throughout the District.
5%	E	The incumbent will coordinate the slope evaluation survey to be performed in the district on a continual basis. The Coordinator will conduct field reviews to evaluate the condition of slopes and determine through analysis the appropriate solution to correct existing deficiencies. This analysis shall be documented on a electronic spread sheet and discussed with a multi-disciplinary review team to determine the most appropriate and timely remedial actions to pursue. The Coordinator will then communicate with Field Maintenance the results of this survey and advise what slope repairs will be their responsibility. The incumbent will also communicate with Headquarters Storm Water personnel on a continual basis the status of the slope evaluation survey and resultant repairs with the spreadsheets and verbal communication.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Maintenance Storm Water Coordinator - Superintendent will be responsible for supervision of the Maintenance Storm Water Coordinator Supervisor position. The incumbent may be called upon to act in absence of the Maintenance Manager I for a short duration. The incumbent may need to act as Incident Commander at Hazmat spill events until appropriate Hazmat personnel can respond to the scene.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of maintenance operations, including materials, work methods and equipment used. Must have knowledge of all aspects and theory of the NPDES Permit and Caltrans' SWMP. A working knowledge of maintenance office procedures and practices is required. Requires a high level of knowledge with computer data entry procedures, data processing language, input and output documents, error entry recognition and procedures. Ability to reason logically and

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develop effective actions and solutions. Ability to effectively work with Maintenance Support, Field Maintenance, Regional and District Office staff, Headquarters staff, other state agencies, city and county representatives, and the public to solve issues in a sensitive and diplomatic manner. Must quickly analyze situations which often occur and base decisions as a result of that analysis, must have a level of data processing and analytical ability and expertise to permit the employee to exercise sound judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Performs responsible and complex administrative work for the Maintenance Branch. Will work under the supervision of the Maintenance Manager I but will work independently at times. The Maintenance Stormwater Coordinator is responsible for carrying out all aspects of duties in a professional manner in accordance with existing policy, rules and guidelines. Must possess initiative, personal judgment, diplomacy, and a high degree of reliability. Errors may result in monetary loss to the State, loss of budgetary funding to the district, substantial misunderstanding between the State and other agencies involved, breakdown in communication and loss of confidence and credibility with staff and other agencies involved. Employees of the State may be held liable for their own actions as a result of their carelessness on a job. Failure to abide by the NPDES Permit could result in substantial fines from the SWRCB.

PUBLIC AND INTERNAL CONTACTS

The incumbent will coordinate issues between Maintenance Support, Field Maintenance, Regional and District Office staff and Headquarters to assure statewide uniformity in applying policy and procedures through daily contact. Requires a through knowledge and a good working relationship with each function in the district, as well as with counterparts Headquarters and in the other districts. The Coordinator must communicate with a cooperative nature with allied state agencies as the Regional Water Quality Control Board (RWQCB) for smooth functioning of the SWMP. The incumbent shall also work closely with the California Air Pollution Control Officers Association on air quality issue.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to lift, bend, kneel, reach, push, pull, walk, sit and stand for long periods of time. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone or in a group environment.

WORK ENVIRONMENT

The incumbent will be exposed to long exposure to computers, various lighting conditions, walk, stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Normal working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Travel throughout the state may be required. Assignments in the field will be required where exposure to high-speed traffic will occur. Incumbent will need to walk extensively in the field during various reviews associated with storm water, which includes traversing uneven ground and slopes. Wear and use all required personal safety equipment. Follow all policies, procedures and safe working practices.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE